

STORES CLERK II

PURPOSE AND NATURE OF WORK

Position is responsible for ordering, receiving, storing, maintaining and issuing materials, parts, supplies, and equipment for a storage or warehouse facility. Duties differ from those of the Stores Clerk I class in that the incumbent performs a great variety of clerical tasks related to procurement and inventory, or performs extensive maintenance and repair of stored equipment (e.g. power tools). Incumbent may exercise supervision over subordinates. Work is performed under general supervision.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives or retrieves goods to be stored or used immediately. May locate vendors, take quotes, and make purchases of \$1000 or less per established policy and procedure. May assist in evaluating bids or completeness of orders delivered. Checks stock against inventory records. Issues goods stored and does minor service on equipment when necessary. Maintains equipment stored. Repairs a variety of power tools (mostly gas powered). Assists in repair of other equipment as needed. Directs and participates in the loading and unloading of goods. May operate a forklift.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of warehouse control methods, including procurement and/or inventory.
Knowledge of occupational hazards in storing materials and equipment.
Ability to keep accurate, legible records regarding procurement and/or inventory.
Ability to maintain and repair power tools (mostly gas powered).
Ability to establish and maintain effective relationships with vendors, superiors and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and experience in warehousing or storage work, including some responsibility for the goods stored; experience in procurement/inventory or power tool maintenance/repair (depending on area of assignment); or any equivalent combination of training and experience.